

Date: August 23, 2007

To: Title 32, Article 1, Special District Directors

Re: Resolution Appointing a DEO and October Election Workshops

Pursuant to CRS 1-1-111(1) "...the governing board of a political subdivision entitled to call elections shall have the following duties: (a) To supervise the conduct of regular and special elections which it is authorized or required to call; and (2) All powers and authority granted to the governing board of a political subdivision may be exercised by an election official designated by the board."

32-1-804(2) "...The person named by the board who is responsible for the conducting of the election shall be the designated election official (DEO)."

The May 6, 2008 regular biennial special district election is fast approaching. The division recommends that special district directors give consideration to who will be their designated election official for this election.

Boards may, by resolution, grant authority to a **member of the board** to be the designated election official. Remember, however, the chosen board member cannot be running for office in the May 6, 2008 election. This would be a direct conflict of interest.

Alternately, the board can choose **someone else** to be the designated election official for the May 6, 2008 election. This person will conduct all parts of the special district election on the board's behalf. Among other powers granted, the board may give the DEO authority to cancel and declare candidates elected.

Attached is a resolution form that your board may use to appoint a designated election official. This document authorizes the DEO to cancel the election, declare candidates elected, publish notice of cancellation, and notify candidates and governmental entities of the cancellation. The division of local government recommends you discuss this topic at your next board meeting and begin making decisions now.

Once you have determined who will act as the designated election official, consider registering that person to attend one of the October election workshops. The division is offering election workshops to help your district begin to prepare for the May 6, 2008 regular biennial election. This **election is required, by law, to be either held or legally canceled**. Topics to be covered in the training include the election calendar and crucial timelines, the role of the Designated Election Official (DEO), changes in the Election Code and Secretary of State Election Rules, and various post-election duties.

Below, is a link that will direct you to the workshop brochure on the division's webpage. Please note that these **classes are filling up quickly**. The Castle Rock and Frisco workshops have already closed due to an overwhelming response and several other workshops are nearly full.

http://www.dola.colorado.gov/dlg/ta/special_districts/elections/Workshop/brochure.pdf